

FIRE RESCUE DEPARTMENT

FISCAL YEAR 2009 BUDGET

FUNCTIONAL ORGANIZATIONAL CHART

Office of the Chief of Fire Rescue

- Responsible to Village Manager for Fire, Rescue, Emergency Preparedness, All Hazards Mitigation and Recovery.
- Serves as Emergency Management Coordinator.
- Administers all Departmental functions assisted by the Deputy Fire Chief and Administrative Assistant.
- Coordinates with other Departments and organizations.
- Coordinates with other Local, State and Federal agencies.
- Oversees budget, monitors and processes all expenditures.
- Administers personnel functions.
- Maintains and manages all records and reports.

Office of the Deputy Chief of Fire Rescue

- Responsible to Village Fire Chief for Fire Prevention, Emergency Medical Services, Research and Development and Training.
- Directs the Administrative, Operations, and Medical Services Division of the Department.
- Serves as Village Fire Marshal.
- Directs the Assistant Fire Marshal, EMS Coordinator and Training Officer.
- Serves as Fire Department Accreditation Manager.
- Oversees and coordinates day-to-day administrative and emergency services delivery.
- Reviews and revises operational procedures.

Office of the Assistant Fire Marshal

- Executive Assistant to the Fire Chief.
- Responsible to Village Deputy Chief.
- Responsible for, and coordinates, Fire and Life Safety activities and Public Education within the Village.
- Serves as Public Information Officer at the Direction of the Village Manager.
- Coordinates with other Local, State and Federal agencies on Fire and Life Safety issues.

Office of the Emergency Medical Services Coordinator

- Executive Assistant to the Fire Chief.
- Responsible to the Village Deputy Chief.
- Responsible for the Quality Assurance/Management of EMS within the Village.
- Responsible for, and coordinates, Paramedic Training within the Department.
- Coordinates with other Local, State and Federal agencies on Fire and Life Safety issues.

Office of the Fire Training Officer

- Executive Assistant to the Fire Chief.
- Responsible to the Village Deputy Chief.
- Responsible for, and coordinates, all Training activities within the Department and Training opportunities within the Village.
- Responsible for needs assessments and all training records.
- Coordinates with other Local, State and Federal agencies training mandates are adhered to.

Operational Services Captain

- Fire Captain - 3rd Shift.
- Responsible for training, operational readiness, and research and development.
- Responsible for overall supervision of all fire, rescue, public education and inspection activities while on duty.

Medical Services Captain

- Fire Captain - 3rd Shift.
- Responsible for health and safety.
- Responsible for overall supervision of all fire, rescue, public education and inspection activities while on duty.

Administrative Services Captain

- Fire Captain - 3rd Shift.
- Responsible for equipment, information systems and facilities.
- Responsible for overall supervision of all fire, rescue, public education and inspection activities while on duty.